9 February 1954.

REFERENCE SUBCOMMITTEE

of the

NSCID-16 ADVISORY COMMITTEE

on

FOREIGN LANGUAGE PUBLICATIONS

Organization and Responsibilities.

1. The Reference Subcommittee shall consist of not more than two representatives from each IAC agency library. Each agency represented will have only one vote.

2. The Chairman of the Subcommittee will be designated by the Advisory Committee and will serve for such period of time as determined by the Advisory Committee.

3. The Reference Subcommittee shall:

   a. Recommend to the Advisory Committee priority considerations for the treatment of foreign language publications for intelligence research use.

   b. Recommend methods for organizing and servicing collections of foreign language publications.

   c. Recommend measures to ensure systematic and comprehensive cataloging or indexing of foreign language publications: monographic, serial and periodical.

   d. Recommend the establishment, location, scope and functions of specialized catalogs, indexes, files, etc., as may be desirable for the reference and research use of foreign language publications.

   e. Recommend such other measures as may be required to further the reference requirements for foreign language publications.

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4. The Subcommittee shall meet as frequently as necessary to carry out its responsibilities.

5. The Subcommittee may set up such working groups as may be necessary.

6. The Subcommittee may request the attendance of non-members as consultants when matters on the agenda make the presence of qualified experts desirable.

7. Reports and recommendations which have been approved by a majority vote of the Subcommittee may be transmitted to the Advisory Committee, but in case of dissent, the reports and recommendations must be accompanied by an appropriate state-ment informing the Advisory Committee of such dissent.

8. The Subcommittee recognizes that there are library questions involving other than foreign language publications. It believes that all IAC library problems are within its purview.

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